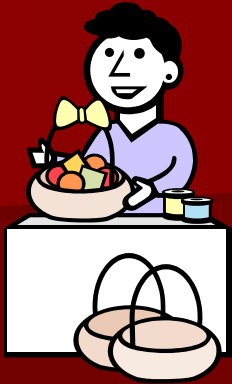


# Welcome to the Washington State Liquor Control Board (WSLCB) Licensing Briefing

At the WSLCB, our most important task is to create a cooperative relationship with you through education. The WSLCB wants to help you succeed in liquor law compliance and assist with public safety in your communities.

# Specific Class of License

## Beer/Wine Gift Delivery



- You can not hold any other type of liquor license.
- Allows delivery of beer and or wine in unopened original containers, in conjunction with the gifts or flowers.
- Your primary business must be in retail sale of gifts or flowers.

RCW 66.24.550

WAC 314-02-110



# Public Safety

**Public safety is our common goal. Four public safety issues that are very important are:**

- **Minors**
  - Selling or furnishing tobacco to a minor (under age 18)
  - Selling, furnishing, allowing possession or consumption of alcohol by a minor (under age 21)
  - Allowing minor(s) to frequent an age restricted area or premises
- **Over service**
  - Sales to apparently intoxicated persons
  - Allowing possession of alcohol by apparently intoxicated persons
  - Allowing consumption of alcohol by apparently intoxicated persons
- **Disorderly Conduct**
  - Allowing fights/not calling police
  - Owners or employees intoxicated on premises
- **Violations of RCW 69, 69A or 70** – Criminal conduct of owner, employees and/or patrons

# Statistics Show

The most common violations and complaints involve:

- Sales of liquor to apparently intoxicated persons
- Sales of liquor to persons under 21 years of age

# Violations of Public Safety

- If you violate public safety laws or rules, administrative action may be taken against your liquor license. Administrative action could result in a monetary penalty, suspension, or cancellation of your liquor license privileges.
- **BE SAFE.** Please make sure that your staff is trained in liquor laws and company policy.

# New Licensee Program



The WSLCB developed this program to provide technical assistance shortly after you receive your new license.

WSLCB officers will visit your premises to:

- Check your required signs
- Answer any questions
- Provide materials
- Review operations, especially those involving public safety

# Sales to Apparently Intoxicated Persons

A licensee or employee may not supply or sell liquor to any person apparently under the influence of liquor.

[RCW 66.44.200](#)

[WAC 314-11-035](#)



# Over Service

***Over service* (OS) is the term used when patrons are showing apparent signs of intoxication and being sold or given alcohol by your employees.**



# Signs of Intoxication

Signs of intoxication should be apparent to the point where they are easily recognized.

## Typical signs:

- Carelessness or clumsiness with money
- Unsteady walking
- A strong odor of alcohol



# Signs of Intoxication

- Behavior changes - Watch for customers who lose their concentration and train of thought during conversation. Look for bobbing heads and drooping eye lids.
- Speech patterns - Talk to your customers and watch for these signs of intoxication:

Loud talking

Bragging

Arguing

Swearing



Complaining

Slurred speech

Talking slowly and  
deliberately

[Additional Information](#)

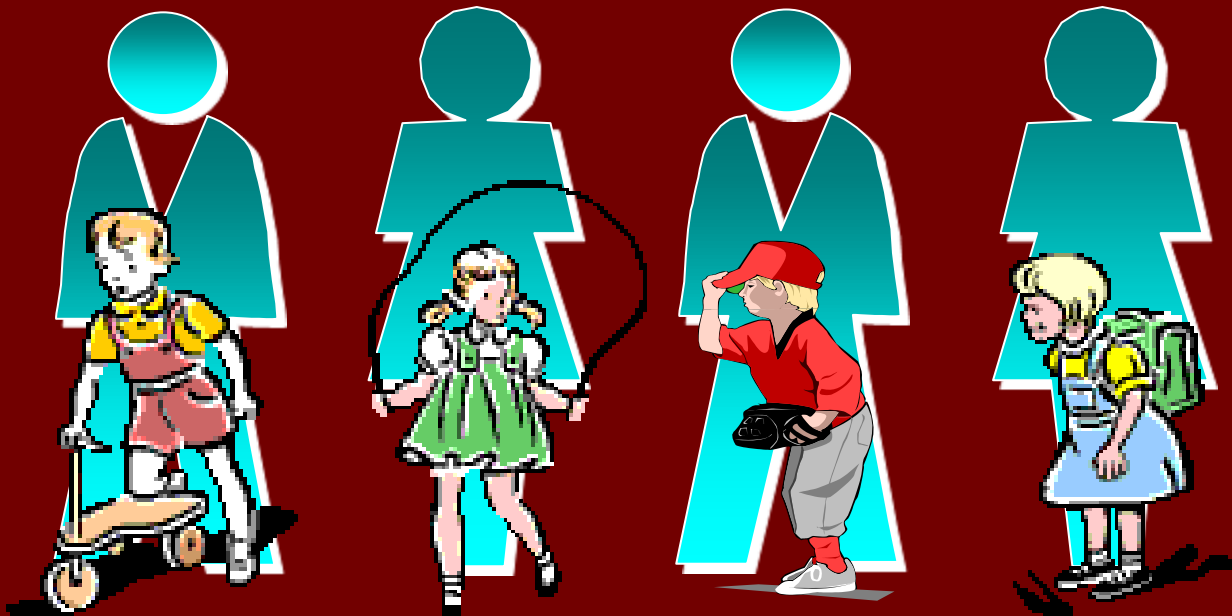
# What to do?

If a person is showing signs of intoxication  
what do you do?

Contact your manager for company policy.

Under Washington State law you must not  
sell or supply alcohol to the patron.

# MINOR RESTRICTIONS AND AGE VERIFICATION



# Sales to Minors

- No sales of alcohol to persons under 21 years of age.

*Keep alcohol out of the hands of kids – It saves lives!*

- No sales of Tobacco to persons under 18 years of age.

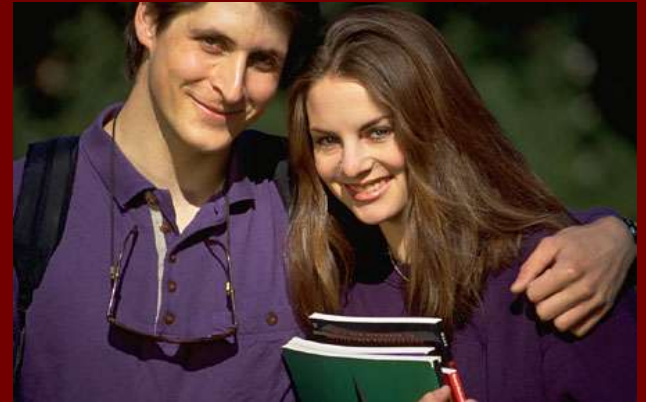
RCW 66.44.270

WAC 314-11-025



# Minors and Alcohol

***No Exceptions!***



Persons under 21 years of age can't purchase, possess, or receive alcohol.

You and your employees must make sure that anyone that is buying or possessing alcohol is 21 years of age or older.

RCW 66.44.270

# Youth Access to Alcohol

More than 90% of twelfth graders report that alcohol is “very easy” or “fairly easy” to get.

**Don't be an easy target for minors!**

Source: Institute of Medicine National Research Council of National Academies

# Company Policy on Age Verification:

- Your company policy will dictate the success of your business.
- Your company policy should direct your employees how and when to verify age.
- The only sensible way to identify minors is to check ID of youthful appearing people each and every time.



# Checking ID

- To verify a person's age, your company policy should direct your employees to check ID.

*You should be very strict on this policy!*


- When company policy directs an employee to check ID, only state approved ID's are acceptable.



# Checking ID

These are the only state approved acceptable ID's. You may restrict this list, but may not accept additional forms of ID.

- Drivers License, ID card, or Instruction Permit issued by any state or Canadian Province
- Valid Washington Temporary Driver's License
- US Military ID
- Merchant Marine ID
- Official Passport of any nation
- Washington State Tribal Enrollment Card



**ACCEPTABLE  
IDENTIFICATION**

Identification **MUST** Show:  
Date of Birth, Signature (except US Military ID – see below), Photograph of Bearer and ID Expiration Date

1. Driver's License, Instruction Permit, or I.D. Card Issued by any U.S. State
2. Driver's License, Instruction Permit, or I.D. Card Issued by any Canadian Province
3. Valid Washington State Temporary Driver's License
4. U.S. Armed Forces I.D. Card (Encrypted signature acceptable.)
5. Merchant Marine I.D. Card (Issued by U.S. Coast Guard.)
6. Official Passport
7. Washington State Tribal Enrollment Card (No expiration date required.)

LIQ 317-60-706

# Requirements for All ID's

- Photo of person
- Date of birth (DOB)
- Signature of person (exception: Military ID)
- Expiration date (exception: Tribal ID)  
It is illegal to accept an expired ID

# Samples of ID's



U. S. Armed Forces Geneva Conventions ID Cards

← New Old →



# What is **NOT** Acceptable ID?

Any card that uses “resident” in the title of the card is not good for cigarette and alcohol purchases.

Examples:

- *Alien Resident card or*
- *Resident of Washington card*
- Other ID's **NOT** acceptable are:
- Birth Certificates
- School or work ID's
- Social Security cards
- Federal Immigration cards
- Voter Registration or Visa cards



\*Stickers, which have OVD and UV security features, placed on back top of card extend validity.





# How to Check ID

- Now that your company policy has directed your employee to check ID, what is next?
- Your employees need to know how to check ID's properly. Most violations of underage laws occur by misreading ID's.
- Remember that purchasing alcohol is a privilege, not a right. The difference is, patrons have to prove their age to your employees before they can buy, if asked to do so.



# Proper ID Checking

- What does your company policy say about the proper way to check an ID?
- What is the best way to check an ID?
- To check an ID properly employees must use the features of the ID.

# Proper ID Checking

Have patrons remove their ID and hand it to the employee.



Minor's cards have the date of the 21st birthday highlighted in yellow.



# Checking ID

- When your employee sees a vertical ID, **be very careful**. The ID was issued when the person was under 21.
- Look first to the left of the picture and find out when the person will be 21. If the person is not old enough, **stop, deny the sale** and have your employee follow company policy.

Under 21 Driver License

WASHINGTON  
DRIVER LICENSE  
LIC # DOE\*\*MJ192PA  
EXP 10-01-2005  
DOE, MARY JANE  
123 YOUR STREET  
CAPITOL CITY WA 99499  
CDL END RES FG  
ISSUE DATE SEX HT WT EYES  
04-25-2001 F 5-08 148 BRN  
DOB  
10-01-1981  
AGE 21 ON  
10-01-2002  
Mary Jane Doe

State seal overlaps portrait

Age 21 date

Under 21 documents have vertical format

# Checking ID

If the date of birth says the person is old enough, you now need to check the following:

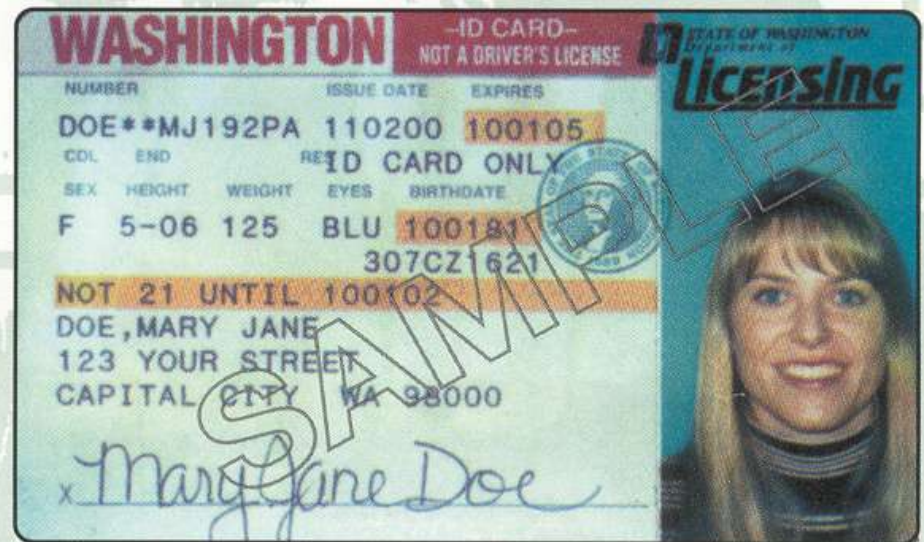
- Expiration date – If the ID is EXPIRED, **stop, deny the sale**, and follow company policy. (Only exception is expired WA ID with valid paper temporary.)
- Picture – If the picture is NOT the person presenting the ID, **stop, deny the sale**, and follow company policy.
- Physical description – Verify features.
- Ultraviolet light will show hologram of the state seal.

# Checking ID - Old Format

In Washington we have the “old format” that will be around until the end of 2006. On the old format ID there is a yellow strip through the middle of the ID.

If there is any writing in the yellow strip be sure that your employees check the information. The information will tell your employees when that person turns 21.

Minor's ID Card



Minor's cards have the date of the 21st birthday highlighted in yellow.

# Checking ID – Old Format

If the person is **NOT OLD ENOUGH**, stop, deny the sale, and have your employee follow company policy.

If the date of birth says the person is old enough you now need to check the following:

- Expiration date - If the ID is EXPIRED, stop, deny the sale, and follow company policy.
- Picture - If the picture is NOT the person presenting the ID, stop and deny the sale, and follow company policy.
- Physical description - Verify features.



# Checking ID

You will receive acceptable ID's that have holes punched in them. These ID's are legal as long as the punch does not obscure critical information like the date of birth, expiration date, physical description, photo or signature.

If there are any concerns about any ID

**STOP !**

Your company policy needs to direct your employees what to do next.

# Licensee Certification Cards

A licensee certification card is a voluntary tool that is available for your business. If a customer comes into the premises and presents an acceptable ID, showing them to be over 21, but you have doubts, a certification card can be used.

- You can get the cards at local liquor stores or agencies – free.
- When correctly completed, they provide legal protection from criminal and administrative liability for the seller and licensee.
- If you fill one out, file it alphabetically, and keep it on your premises for inspection by any requesting law enforcement officer.

[RCW 66.20.190](#)

[WAC 314-11-030](#)



# To Use Licensee Certification Cards

Front side

- Check box 1-6 for type of ID presented.
- Fill out ID number and request information.
- Employee fills out the top portion.

**LICENSEE'S CERTIFICATION CARD**  
Provided by RCW 66.20.190  
of the Washington State Liquor Act.

As proof of my age to purchase liquor I present for examination an identification card issued to me by:

1. Driver's License. ☐ Instruction Permit. ☐ Expired Washington State Driver's License Together with Valid Temporary Washington State Driver's License ☐  
Issuing State or Province of Canada \_\_\_\_\_; Number: \_\_\_\_\_

2. **United States Armed Forces** Identification Card. ☐  
Issuing Service: \_\_\_\_\_; Card or Service Number: \_\_\_\_\_

3. Merchant Marine I.D. Card Issued by United States Coast Guard. ☐ Social Security No. \_\_\_\_\_

4. Liquor Control Authority Card of Identification. ☐  
Issuing State or Province of Canada \_\_\_\_\_; Card Number: \_\_\_\_\_

5. Washington State Department of Licensing Identification Card or Identification Card issued by any State or Province of Canada. ☐  
Issuing State or Province \_\_\_\_\_; Number: \_\_\_\_\_

6. Passport. ☐  
Issuing Country: \_\_\_\_\_; Number: \_\_\_\_\_

I understand that pursuant to the provisions of RCW 66.20.200, I am subject to a fine of not less than \$250 nor more than \$1,000; or not less than 25 hours of community service; or imprisonment for up to 90 days; or any combination of the penalties for any false statement made on this card. I do hereby certify that I am of legal age to purchase liquor and that the card of identification as described above is bona fide and was issued to me by an authorized official.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date and time \_\_\_\_\_

\_\_\_\_\_  
Address

LIQ 575-00 (1/94)  (Over)

Person  
presenting  
the ID  
fills out the  
bottom  
portion  
and  
signs name

Employee checks the signature on the card of identification  
with the signature on the certification card.

# To Use Licensee Certification Cards

## Rear side

**INSTRUCTIONS TO LICENSEES**

Under the provisions of RCW 66.20.180 a retail licensee has the right and responsibility, before serving, to require persons of questionable age and appearance to prove they are of legal age to purchase liquor.

To obtain the protection afforded by RCW 66.20.210, you must require the person presenting this card of identification to complete the reverse side of this card. You **must** also complete the certification below.

The card must be officially issued, show the person's correct age, and bear his/her signature and photograph. By law the only acceptable cards of identification are: 1. Driver's License or Instruction Permit issued by any State or Province of Canada. 2. United States Armed Forces ID Card, active duty, reserve, retired and dependents. 3. Merchant Marine ID Card issued by the United States Coast Guard. 4. Official Card of Identification issued by the Liquor Control Authority of any State or Province of Canada. 5. Identification Card issued by the Washington State Department of Licensing or Identification Card issued by any State or Province of Canada. 6. Official Passport issued by any Nation. An expired Washington State Driver's License together with valid temporary Washington State Driver's License is considered an acceptable Washington driver's license.

WASHINGTON STATE LIQUOR CONTROL BOARD

**LICENSEE'S OR EMPLOYEE'S CERTIFICATION**

I hereby certify that the card of identification submitted was examined by me and I have checked the date of birth, and compared the photograph thereon with the person presenting said card. I have compared the signature on this card with that on the card of identification, and I am satisfied that the card properly belongs and relates to the person presenting it.

\_\_\_\_\_  
(To be signed by person who has checked card of identification)

\_\_\_\_\_  
Print Name

Date of birth shown on card of identification: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: File this card on the premises on the day it is signed as prescribed by RCW 66.20.190.  
LJQ 579-80 (11/98) (Back)

### Employee

1. Print and sign name.
2. Print DOB from ID presented.
3. Print time and date.



# Licensed Business Open to Inspection

Your licensed premises is open to inspection by WSLCB or local law enforcement anytime someone is in the premises.

[RCW 66.28.090](#)

[WAC 314-11-090](#)



# Hours of Operation



The law allows liquor to be sold and delivered between 6 am and 2 am, seven days a week.

After 2 am no one may sell or deliver from the licensed premises.

Employees can clean up after 2 am.

Local governments may pass ordinances establishing earlier closing hours.

[WAC 314-11-070](#)

# Record Keeping

All Licensees are required to keep records that clearly reflect all financial transactions and the financial condition of the business for two years.

## *What to keep*

- Purchase invoices
- Bank statements and cancelled checks
- Accounting and tax records
- Records of all financial transactions related to the licensed business

WAC 314-11-095

# Authorized Sources to Purchase Alcohol Inventory

Where to purchase?

**Gift Delivery:** Beer/Wine from licensed distributors or domestic Washington breweries or wineries

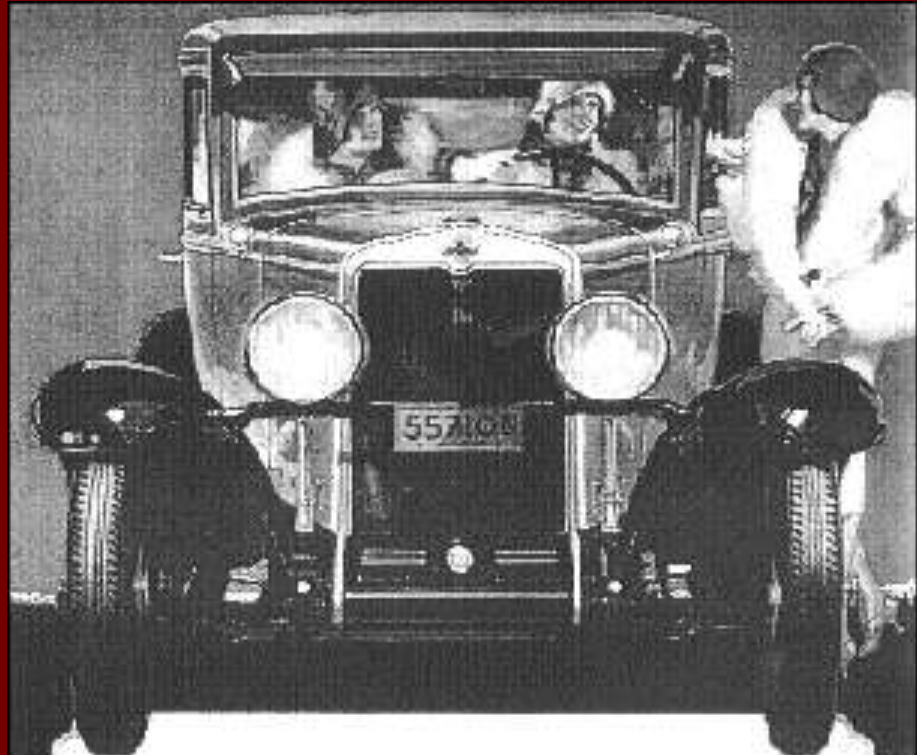
You **can not** purchase liquor at any retail premises. No liquor can come onto your premises unless it was purchased from an authorized wholesale source within the state of Washington.

**Exception:** Alcohol brought into the premises with a Banquet Permit or Special Occasion License.

WAC 314-16-110 and WAC 314-16-160

# Drive-In and Curb Service Prohibited

You may not sell or serve liquor to customers by means of “drive-in” or “curb service”, which includes drive through windows.



# True Party of Interest

Any person that has substantial interest in the licensed premises must be on the license. A substantial interest includes any of the following:

- Receipt of, or right to receive, more than 10% of gross sales of any kind from the premises
- An investment in licensed premises of at least \$10,000
- Ownership of issued or outstanding stock in the business constituting more than 10%

WAC 314-07-080



# Retail / Non-retail Relationships

When you do business with a beer / wine distributor these rules apply:

- All purchases must be paid for at the time of delivery.
- The distributors can bring the alcohol into your premises, stock the cooler and price the product.
- You can receive point of sale items for free. These items are posters, neon lights, and other items without value other than advertising.

# Retail / Non-retail Relationships

- You can not receive equipment free from the distributors. Items like coolers, dispensing equipment and lights must be paid for at fair market value. They can not rent or lend any equipment, fixtures or property of any kind to you and vice versa.
- You must pay for any items that have a value or use, other than brand advertising. These items include items like coats, hats, napkins, coasters and glasses.

[RCW 66.28.010](#)

[WAC 314-12-140](#)



# Retail / Non-retail Relationships

## Methods of Payments

- Cash or checks
- Prepaid accounts. Both parties must keep accurate records of prepaid accounts to ensure a cash deposit is not overextended.
- Credit/debit cards and electronic funds transfer (EFT); the transaction must be voluntary with both parties. The sale must be initiated by an irrevocable invoice. Each party pays their banking costs. Both parties must maintain records of the transaction. The transaction must be initiated by the manufacturer or distributor no later than the first business day following delivery.

# Sale of Liquor to Cover Cost of Acquisition

- When you sell alcohol, you must charge at least the amount that it costs you to serve it.
- Alcohol can not be used as a loss leader!

WAC 314-52-114

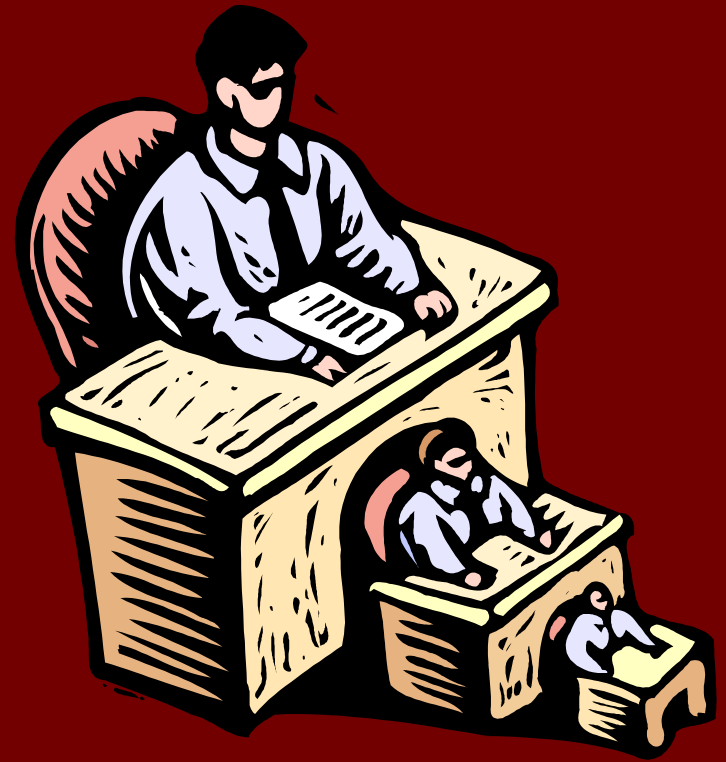
WAC 314-11-085



# Licensee Responsible for Acts of Employees

As the owner of the business you are responsible for every activity that occurs. You do not have to be present when a problem occurs to be responsible!

TRAINING, SUPERVISION and GOOD company policies are the keys. Give your employees the chance to succeed.



# No Drinking on Duty by Licensee or Employees

- No licensee or employee may drink alcohol while working.
- No employee or owner may be on their licensed premises while showing signs of intoxication, working or not.



WAC 314-11-015

RCW 66.24.320

RCW 66.24.400

# No Substitution of Drinks

- When a customer orders a specific brand of alcoholic drink, you must serve the requested drink. If you do not have the requested brand inform the customer what they will be receiving.
- If a customer is showing signs of intoxication and orders alcohol, do not substitute. Let the customer know that they are getting a non-alcohol beverage.



WAC 314-11-080

# Advertising

- Trade Name – WAC 314-52-110

When you advertise you must include your approved trade name as it appears on your liquor license.

- No Joint Advertising – WAC 314-52-090

The Beer/Wine Distributors can not induce you to advertise their brands. The Beer/Wine Distributors can not give you money, treats, services, or extra product to cover the cost of advertising.

# Free WSLCB ID/OS Training Classes Available

The WSLCB can train you and your employees in conducting responsible liquor and tobacco sales. We can train at your location or at our offices. Please contact your local office to make arrangements.



# Display of License Master License with Liquor Endorsements



Your master license must be displayed on the premises so that it is available for inspection by WSLCB and other law enforcement agencies. Most businesses display the license behind the counter.

[RCW 66.24.010](#)

[WAC 314-11-060](#)

[WAC 314-12-030](#)



# Fetal Alcohol Syndrome (FAS) Signs Required

*In your premises this sign must be posted in plain view.*

The FAS sign must  
be posted at the  
main entrance,  
and/or

At each point of  
sale, and/or

On each  
permanent display  
containing alcohol.

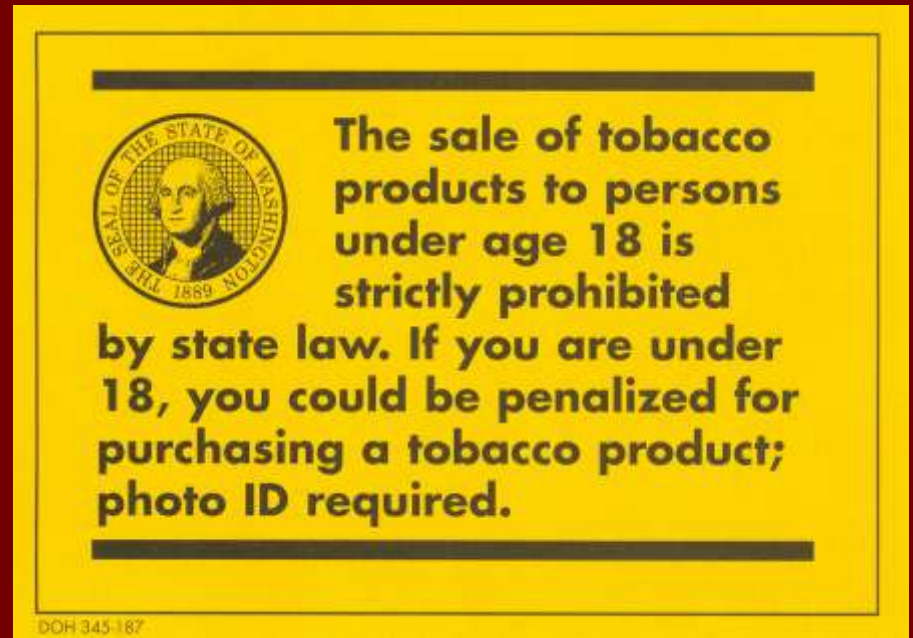


WAC 314-11-060

Get extra signs from the WSLCB Enforcement Office.

# Tobacco Sign Required

- If you are licensed to sell tobacco products you must display this sign at each point of sale.
- If you have a machine dispensing tobacco products this sign must be posted on it. All machines must be in an area restricted from persons under 18. The machines must be over 10 feet from the entrances.



**Get extra signs from the WSLCB Enforcement Office.**

[RCW 70.155](#), [WAC 314-10-020](#), [WAC 314-11-060](#)



# Minor Employment

## Beer Wine Gift Delivery

- Employees **18-20 years old** may handle alcohol products if another employee that is over 21 years old is supervising.
- Employees **under 18 years old** can not handle any alcohol product, including stocking or selling.

RCW 66.44.340

WAC 314-11-040

# Bagging Rule



There is NONE

Alcoholic products do not have to be put in bags when you sell them.

# Changes Requiring WSLCB Approval

- **Sole Proprietors:**

**Changes in marital status must be reported to the WSLCB.**

This does not apply to corporate officers / stockholders.

- **Corporations:**

If the principal officers of the corporation change.

Principal officers generally are President, Vice President, Secretary and Treasurer.

Anytime more than 10% of the outstanding issued stock is sold to a single entity; or an entity gains more than 10% of the issued stock, accumulatively.

WAC 314-07-080



# Changes Requiring WSLCB Approval

- **Change of Location** – When you want to move your business to another location you need to apply to the WSLCB.

[WAC 314-07-085](#)

- **Trade Name** – After you are licensed and want to change your Trade Name you need to apply to the WSLCB.

[WAC 314-07-090](#)

# Assumption of License

When you **sell your business** to another person or entity they must apply to the WSLCB for a new license.

**No one can operate on your license except you.**

This includes if you are a sole proprietor and decide to incorporate, establish a LLC or go into a partnership.

[RCW 66.24.025](#)

[WAC 314-12-070](#)



# Banquet Permits

- A banquet permit allows your licensed premises to be used by private individuals and groups if you wish.
- The permit allows private groups to bring alcohol on to your premises. You may charge a corkage fee.
- If the permit is to be active at the same time as the general public is in your premises, the permit area must be segregated from the general public.
- There is no selling of alcohol on a banquet permit.
- You are responsible for violations.

**Washington State Liquor Control Board**  
**APPLICATION AND BANQUET PERMIT**  
(Does Not Authorize the Sale of Alcohol)  
(Patrons will be advised to read the document in pocket attached to other  
commissioner's application may not (206) 725-1444 or TTY (206) 462-4200.

To be completed by applicant:

|                          |                       |               |
|--------------------------|-----------------------|---------------|
| Name of Applicant (Name) | City                  | County Code   |
| Name of Premises (Name)  | State No. (Numbering) | Date of Event |
| Name of Person (Name)    | Address (No.)         | Zip Code      |
| Name of Person           | Phone or Fax No.      | County Code   |
| Name of Person           | City                  | County Code   |

Number of Persons to Attend: \_\_\_\_\_

Is the applicant an Owner, Corporate Officer or Employee of a licensed liquor business? (Yes ☐ No ☐)

If yes, give name of business and telephone number: \_\_\_\_\_

I (we) accept this permit subject to the following conditions. Read and check each condition:

- ☐ THE EVENT WILL NOT BE OPEN TO THE PUBLIC. No advance sale of tickets will be made to the general public and no advertising will be directed to the general public.
- ☐ Liquor will not be sold, for cash, on credit or in any other manner whatsoever.
- ☐ The permit is not valid on a liquor license; permit while the liquor license is suspended.
- ☐ All liquor served will be purchased in Washington State from a state liquor store or other authorized liquor retailer.
- ☐ This permit will be conspicuously posted in the banquet area.
- ☐ Liquor will be served and consumed only in the portion of the premises described.
- ☐ Liquor will be served only to members and invited guests who are 21 years of age or older.
- ☐ Liquor hours for service and consumption of liquor are 5:00 a.m. to 2:00 a.m. daily.
- ☐ The event and the premises for which this permit is issued will be subject to inspection by any liquor control agent or law enforcement officer.

**WARNING:** WAC 216-16-075 states that no banquet permittee or employee of a banquet permittee may knowingly permit:

- The service of liquor to be consumption of liquor by any person under 21 years of age at the Banquet Permit event.
- Any disorderly conduct to occur at the Banquet Permit event.

By making this application and accepting the Banquet Permit, YOU ARE ASSUMING FULL RESPONSIBILITY FOR THE FUNCTION. A violation could subject the violator to criminal prosecution, immediate cancellation of the permit and render the applicant/premise ineligible for future permits.

(Permittee Responsibility)

I am satisfied that this event is in compliance with all of the above listed conditions. \_\_\_\_\_ Signature

**APPROVAL:** Applicant organization is hereby permitted to consume liquor at the event described above. Receipt of the fee (which is \$10.00 for per day of event is hereby acknowledged.)

Name/Title of Employee \_\_\_\_\_ State No. / City \_\_\_\_\_ Permitting Office \_\_\_\_\_

DATE: \_\_\_\_\_

WAC 314-18





# Special Occasion Licenses

- This is a license for a non-profit group to sell alcohol at specific time, date and place.
- The license is \$60.00 per day per location.
- The application process is normally 45 days.
- Minors **will not** be allowed in your alcohol consumption area.

 License Control Board  
Licensing and Regulation  
PO Box 41095  
Olympia WA 98554-3095

**Application For Special Occasion License  
for a Not for Profit Society or Organization**

A Special Occasion License allows a not for profit society or organization to sell spirits, beer, and wine by the individual serving to registered consumption at a specified event. A Special Occasion License may, with prior Board approval, sell beer and wine in original, unopened containers for off-premise consumption.

Fee is \$60 per day, per location. Make check payable to WSLCR. Mail application, with check, to WSLCR, PO Box 43095, Olympia, Washington 98546-1095. Special Occasion License holders are limited to 12 single-day events per calendar year. Applications must be filed at least 30 days before the event.

Please call (360) 644-3417 if you have any questions.

1. Name of Society or Organization \_\_\_\_\_

2. Street Address of Organization: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

3. Is the applicant a registered nonprofit society/organization? ☐ yes ☐ no Registration No. \_\_\_\_\_  
If no, attach affidavit of nonprofit status with signature of person responsible for the event.

4. Name of contact person must be at least 21 years of age \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone No. \_\_\_\_\_

5a. Has the applicant organization previously held a special occasion license? ☐ yes ☐ no

5b. If yes, when? \_\_\_\_\_ License No. \_\_\_\_\_

6. Name of Event \_\_\_\_\_

7. Name of premises where function will be held (building, hall, room, etc.) \_\_\_\_\_

8. \_\_\_\_\_ Inside City Limits? ☐ yes ☐ no

9. Event Location Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
Is event being held on church or school property, a military facility, or a liquor licensed premises? ☐ yes ☐ no  
If yes, appropriate official must sign below to authorize the sale of liquor at the event location.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

10. Total number of persons to attend event \_\_\_\_\_ Total number of persons under 21 years of age to attend event \_\_\_\_\_

11. Alcoholic beverages will be distributed as follows \_\_\_\_\_

12. Are you receiving anything other than advertising services, dispensing equipment, or product from a manufacturer, distributor, or agent? ☐ yes ☐ no

13. Mail license to \_\_\_\_\_ Name \_\_\_\_\_ Mailing Address (Street/Box/P.O. Box, City, State, Zip Code) \_\_\_\_\_

14. Fax number ( ) \_\_\_\_\_

15. Are you requesting permission for sale of beer/wine for off-premise consumption? ☐ yes ☐ no

| Date(s) of Event | Hours: From _____ To _____ | Type of Event   |
|------------------|----------------------------|---|
| _____            | _____                      | <input type="checkbox"/> Auction <input type="checkbox"/> Community Celebration |
| _____            | _____                      | <input type="checkbox"/> Outdoor Event <input type="checkbox"/> Other _____     |

PSW 00004 AA 04/04 - Carolina Evans (LAW) ☐ yes ☐ no Local officials: ☐ initiated ☐ no comment ☐ denied ☐ pending

Distribution: White and Star - Licensing and Regulation Web: Applicant

02/08/04 (2/04)



# Special Occasion Licenses

- All alcohol is an individual serving for on premises consumption.
- With approval, beer/wine can be sold to go, in original containers.
- All proceeds from the sale of alcohol must go directly back into the non-profit organization, except for reasonable operating costs of actual services performed.
- The WSLCB may request documents to verify the organization is a bona-fide nonprofit, who the true party(ies) of interest are, and that the organization meets the guidelines in WAC 314-05-020 and 025.
- All spirituous liquor must be purchased from a Washington state-run or contract store.



# Special Occasion Licenses

- Beer and wine must be purchased at retail or from a beer or wine distributor. Breweries, wineries and out of state breweries and wineries holding a certificate of approval license may donate alcohol to special occasion license holders that are 501 (C) (3) charitable organizations.
- Alcohol manufacturers and importers and distributors may provide advertising, pouring, or dispensing of beer or wine at a beer or wine tasting exhibition or judging event. They may not provide money, goods, or services to special occasion licensees.
- Officers, directors, and/or stockholders of the organization may not have an interest in a manufacturer, importer, or distributor of alcohol.



# Special Occasion Licenses

If the special occasion event is to be held at liquor licensed premises the special occasion function must be held in an area separate from areas open to the public, and the licensed premises' liquor cannot be sold or served in the same area(s) as the special occasion license function.

- The liquor licensee cannot charge for the liquor purchased by the special occasion licensee for service at the special occasion event, but can charge for room usage, services etc.
- The liquor licensee must sign the special occasion application giving permission for the special occasion licensee to bring alcohol onto the premises.
- Special occasion licenses will not be issued for use at premises whose liquor license will be suspended on the date(s) of the scheduled event.

[RCW 66.24.320](#), [RCW 66.24.380](#), [WAC 314-05-020](#), [WAC 314-05-025](#), [WAC 314-05-030](#)

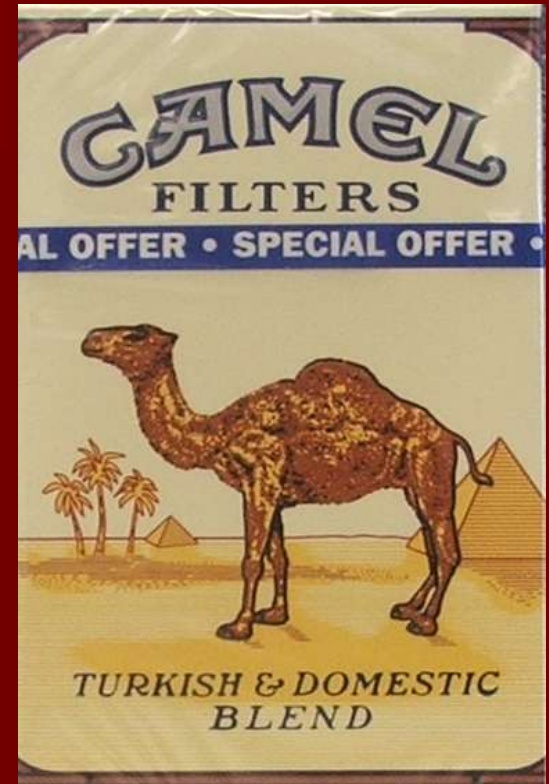
# Tobacco

## Rules for tobacco retailers:

Other Tobacco Product (OTP) includes cigars, chewing tobacco and any other products that contains tobacco but is not a cigarette.

- If you do not sell cigarettes but sell OTP you must get the tobacco license. Contact Washington State Department of Revenue to get the license.
- You must have a tobacco retailers license. The tobacco license also includes a license to sell OTP.

[RCW 82.24.500](#) and [RCW 82.24.090](#)



# Tobacco

## Rules for cigarette and OTP retailers:

- All products must be purchased from a licensed Washington Wholesaler.
- All invoices showing purchases of products must be kept on the licensed premises for a minimum of five years.
- All cigarettes in your premises must have a Washington Tax Stamp on the package.
- No single cigarette sales. This does not include individual cigarettes that are packaged and have a tax stamp.

[RCW 82.26.080](#), [RCW 82.26.170](#), [RCW 70.155.040](#)



# Tobacco

These are the stamps for the State of Washington:

Regular stamps for packs containing 20 cigarettes



Actual size

Stamps for wide packs or hand stamping



Actual size

Washington State Distributes these four stamps:

Stamps for packs containing 25 cigarettes



Actual size

Indian allocation tax exempt stamps for sale to enrolled tribal members only



Actual size

# Tobacco

Sales of cigarettes from a machine:

- The machine must be located in a area that only 18 year and older people can access.
- The machine must be located at least 10 feet from any entrance.
- If you sell cigarettes from a machine, each machine must be licensed.
- The machine must have a minor warning sign on it.

RCW 70.155



# Internet Sales

The WSLCB does not have an Internet license. Before you make internet sales make sure that:

- Your liquor license must allow for off premises sales.
- You must have the required inventory on your premises.
- The sale of the alcohol must be from your premises.
- The sales of alcohol must be to persons over 21 only.



# Internet Sales

The shipment can only be accepted by persons over 21.

- Each individual state (U.S.) and foreign countries regulate the shipment of alcohol into their borders. To protect yourself you must check with each government of the jurisdiction that you are shipping to for their regulations.
- You should ship the alcohol in a marked container which indicates that alcohol is inside.
- You must find a carrier that accepts alcohol shipments.

# The End!

This is the end of your licensing briefing. If you have additional questions or want more information, please call your local liquor enforcement officer.

Please use the attached form and e-mail the completed form to:

[EnfCustomerService@liq.wa.gov](mailto:EnfCustomerService@liq.wa.gov)

Or mail the form to: WSLCB Enforcement  
3000 Pacific AVE SE  
Olympia WA 98504-3094